In-Office Preparations List

TRAFx Infrared Pedestrian Counters

1. **Engage Appropriate Departments**
   - Public Works
   - Planning
   - Traffic Operations
   - Legal (regarding the Interlocal Agreement)
   - Council (if needed to approve the Interlocal Agreement)
   - Police Department/Fire Departments (give them a heads-up about counters in case they receive calls reporting a suspicious box)
   - Consultants (if needed)

2. **Execute Interlocal Agreement**
   - Work with your legal department
   - Work with H-GAC
   - Get approval by City Council if needed
   - Counters cannot be retrieved from H-GAC without an executed agreement

3. **Determine Count Locations**
   - This can be done in the office or in the field, or a combination of both
   - It is good to have an idea of where to locate the counters prior to the day you would like to install the counters.

4. **Begin Filling Out the "Field Data Inventory Sheet"**
   - H-GAC will give you this electronically
   - Begin filling out as much information as you can prior to deploying the counters.
   - Print this "Field Data Inventory Sheet" when you are ready to go out to install.

5. **Create Sticker/Label to Place on Counters**
   - Label the counter "Pedestrian Counter" and provide City contact person if anyone wants more information.

6. **Pick Up Equipment from H-GAC**
   - Use the equipment reference sheet to make sure you have everything.

7. **Gather Necessary Equipment for Installation in the Field**
   - *See following page for Equipment list.*

Equipment Necessary for Pedestrian Counter Installation

- ✓ Safety Gear
- ✓ Clipboard
- ✓ Pencil/Pen
- ✓ Drill with 5/16th inch screw bit
- ✓ Counter equipment including metal wires, metal box containing counter, G3 Dock, padlock
  - o (NOTE: look at counter equipment reference guide)
- ✓ Map/Locations of where to install counters
- ✓ GPS or some way to determine latitude/longitude of counter placement
- ✓ Field Data Inventory Sheet
- ✓ In-Field Installations Steps (guide)
- ✓ Measuring Tape
- ✓ Business Cards
- ✓ Camera

H-GAC
Houston-Galveston
Area Council